



Compass House, Vision Park  
Cambridge, CB24 9AD

Time sheet No: 216705

Payroll Enquiry: 01223 798 317

email: payroll@thecarestaff.com

**Note:** Payroll week runs from Monday to Sunday. In order to facilitate payment by Friday, please ensure that the first page of the timesheet is completed in full with all relevant information, duly authorised by the client and received either by post or email by 12.00pm on Monday. Incomplete timesheet or unclear scanned copy may delay the payment. Please handover yellow copy to the client and retain pink copy.

Staff Name:					Staff Post Code:		
Job Title:					Staff Tel No:		
Resident's Name:							
Client Name & Place:							
Day	Date	Start	Finish	Break Hrs Min	Total	Mileage	Authorized by
Mon							
Tues							
Wed							
Thu							
Fri							
Sat							
Sun							
<b>Total Hours Claimed:</b>				<b>Total Mileage Claimed:</b>			

The above named agency worker has worked as per the date and time mentioned and we agree to pay you in accordance with the terms of business. We understand that if we engage the agency worker permanently after this engagement, we shall further agree to pay your introduction fee which is 50% of their annualised salary.

**Client Authorization (must be completed & signed by client representative only)**

Name:	Signature:
Position:	Date:

Basildon: 01268 902 283	Colchester: 01206 374 242	Norwich: 01603 916 334
Bury St. Edmunds: 01284 440 706	Gloucester: 01452 201 175	Peterborough: 01733 448 163
Cambridge: 01223 798 320	Ipswich: 01473 371 714	Reading: 01183 520 712
Chelmsford: 01245 866 283	London: 02031 295 049	Southend: 01702 805 282
Cheltenham: 01242 301 303	Maidenhead: 01628 900 285	Thetford: 01842 320 809